

**Suggested Document Submittal List
for Single Family Additions/Alterations (SFD-A)**

**Handout No. 2-7
Published 8/21/00
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I. Document Submittal List

- A. Drawings 18" X 24" Suggested Minimum Blueprints Size
(3)* sets of:
1. General Information
 2. Plot Plan
 3. Architectural Plans - Floor Plan
 - Roof Plan
 - Exterior Elevations
 - Foundation Plan
 - Floor Framing Plan
 - Roof Framing Plan
 - Truss Information
 - Cross Section
 - Structural Framing Details
- Structural -
- Relevant Information on New Plumbing, Mechanical and Electrical Components
- B. Calculations 1. Structural Calculations (For Vertical and Lateral Loads)
(2) sets of: 2. Energy Calculations and Forms for New Elements (Title 24)

* Some jurisdictions may require additional sets of plans in order to expedite the review and approval process

II. Expanded Information on Above Documents

- A-1. Information
1. Sign & Stamp on All Documents by Preparer, Architect or Engineer
(Cover Sheet of Each Document to be Wet Signed)
 2. Name, Title, Registration (If Applicable), Address and Phone Number of Preparer
 3. Project Name and Address, as well as Project Owner's Name, Address, Phone No.
 4. Cover Sheet Information
 - a. Applicable Codes and Editions (UBC, UMC, UPC, NEC, UCBC & Energy)
 - b. Description of Scope of All Work
 - c. Occupancy Group(s) and Type of Construction
 - d. Gross Area per Floor and Building Height
 - e. Index of Drawing Information
 5. Scale for All Drawings and Details
- A-2. Plot Plan
1. Lot Dimensions, showing Whole Parcel, Property Lines and Street Location(s)
 2. Building Footprint with all Projections and Dimensions to Property Lines
 3. Vicinity Map and North Arrow
 4. Easement and Visible Utilities on Site
 5. Existing and Proposed Grading Plan, Topographic Plan drawn to 1'-0" Contours
 6. Location of Existing and Proposed Retaining Walls

A-3.	Architectural and Structural Plans	<ol style="list-style-type: none"> 1. Foundation and Structural Floor Framing Plans 2. Architectural Floor Plans (Existing & New) including Adjoining Rooms 3. Demolition Plan listing Quantities of Friable Asbestos to be Removed 4. Exterior Elevations 5. Structural Material Specifications 6. Structural and Architectural Details 7. Typical Cross Sections in Each Direction 8. Shear Wall and Holdown Plan (Including Complete Table) (Wall type, nailing, anchor bolts, sill nailing, transfer connections, holdowns & bolts)
	Details (As Applicable)	<ol style="list-style-type: none"> 1. Window & Door Schedule (Detail Egress, Safety Glazing & Skylight ICBO No.) 2. Flashing: Vertical & Vertical to Horizontal Junctures of Materials 3. Fireplace - Masonry or Prefabricated Fireplace listing ICBO No. 4. Footing, Piers and Grade Beams 5. Post and Girder Connections 6. Roof: Eaves, Overhangs, Rakes and Gables 7. Floor Changes (i.e., Wood to Concrete Flashing Detailed) 8. Handrails, Guardrails and Support Details 9. Structural Wall Sections with Details at Foundation, Floor and Roof Levels 10. Stairway Rise and Run, Framing, Attachment and Dimensions of Members 11. Shear Transfer Details and Holdown Bolt Details
	Prefab. Trusses	<ol style="list-style-type: none"> 1. Roof Framing Plan with Truss I.D. No. and Manufacturer's Name 2. Detail of all Truss Splices, Connections, Plate Sizes and Hangers 3. Show all Trusses including Gable Bracing and Bridging 4. Truss Plans Reviewed and Stamped Approved by Responsible Design Professional
	Relevant Information on New Mechanical, Plumbing and Electrical Components	<ol style="list-style-type: none"> 1. Location of HVAC Equipment and size (BTU/HR Output) 2. Locations of new plumbing fixtures with all required dimensions listed 3. Locations of outlets, fixtures, switches, smoke detectors, Subpanels and Main Panels with Size and Location
B-2.	Energy Requirements	<ol style="list-style-type: none"> 1. CF-1R and MF-1R forms completed, signed and printed on plans 2. CF-GR and Insulation Certificate attached to plans 3. Performance Analysis and Back-up forms included
III.	Separate Plans & Permits	<ol style="list-style-type: none"> 1. Accessory Structures Proposed on the Plot Plan 2. Pools and Spas 3. Demolition of Structures

Notes:

- (1) Plans can be combined for simple buildings, if clarity is maintained.
- (2) This is not a complete list of all required submittals, and additional information may be required after plan review.
- (3) Other departments and agencies review and approvals may be required.